

[Date]

[Recipient Name]

[Recipient Title/Department]

[Branch or Facility Name]

[Address Line 1]

[Address Line 2]

Subject: Letter of Introduction for the Revised Automated Teller Machine (ATM) Replenishment Schedule

Dear [Recipient Name],

This letter serves as formal notification regarding the implementation of a revised Automated Teller Machine (ATM) replenishment schedule for [Branch/Location Name], effective [Start Date].

The primary objective of this revised schedule is to optimize cash availability, ensure higher machine uptime, and align with current transaction volume trends. These adjustments have been designed to minimize service disruptions for our customers while improving operational efficiency for our maintenance and security teams.

Please find the key details of the updated schedule below:

- **New Replenishment Frequency:** [e.g., Weekly/Bi-weekly/Daily]
- **Designated Replenishment Days:** [e.g., Tuesdays and Fridays]
- **Expected Service Window:** [e.g., 09:00 AM - 11:00 AM]

All relevant personnel, including security transport contractors and branch management, have been briefed on these changes. We request that your team ensures clear access to the ATM units during the designated service windows to prevent delays.

Should you have any questions or require further clarification regarding these changes, please contact [Contact Person/Department Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and continued support in maintaining our service standards.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Organization Name]